

Supervisory CBP Officer (Program Manager)

DEPARTMENT OF HOMELAND SECURITY
Customs and Border Protection

Reviewing applications

Open & closing dates

🕒 03/08/2021 to 03/12/2021

Pay scale & grade

GS 14

Appointment type

Permanent

Service

Competitive

Salary

\$108,885 to \$141,548 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Location Negotiable After Selection, United States

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



Internal to an agency

Current federal employees of this agency.

Clarification from the agency

Current U.S. Customs and Border Protection employees who are currently working in a permanent competitive service position.

Announcement number

OFO-IMP-11034923-CCM

Control number

593116600

Duties

Summary

As our nation navigates the COVID-19 pandemic, CBP is committed to delivering our mission to safeguard America's borders and enable legitimate trade and travel. Staffing mission critical positions remains a high priority. Be reassured that **CBP is still hiring**, despite potential hiring process step delays due to restrictions to in-person activities.

Responsibilities

Organizational Location: This position is with the Department of Homeland Security, within U.S. Customs and Border Protection, Office of Field Operations, Cargo & Conveyance Security Directorate, Manifest & Conveyance Security Division, duty location negotiable.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to manage one or more national programs in order to help to detect and prevent terrorists and instruments of terror from entering/exiting the U.S. Apply for this exciting opportunity to direct programs that strengthen the Department's ability to perform homeland security.

This position starts at a salary of \$108,885.00 (GS-14, Step 1) to \$141,548.00 (GS-14, Step 10) with promotion potential to \$141,548 (GS-14 Step 10). In this Supervisory CBP Officer (Program Manager) position you will become a key member of a team of Homeland Security professionals managing a variety of agency-wide law enforcement programs. Typical work assignments include:

- Providing program direction and support for a major Section, Branch, or comparable organizational entity.
- Assuring implementation by subordinate organizations and operating units of the goals and objectives of DHS and CBP.
- Overseeing the overall planning, direction, and timely execution of work.
- Reviewing work plans developed by subordinate organizational units and subsequently coordinating the overall work to enhance achievement of the goals and objectives

If going from a LEO Covered Position to a Secondary CBPO Enhanced Retirement Covered Position: Please be advised that when you enter on duty in this Secondary CBPO Enhanced Retirement covered position you will no longer be covered under the Special Retirement System for Law Enforcement Officers, but will only be covered under the Federal Employees Retirement System (FERS). For further information on the Secondary CBPO Enhanced Retirement Coverage, please see the **Qualifications** section.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

Yes

Promotion Potential

14

Job family (Series)

1895 Customs And Border Protection

(<https://www.usajobs.gov/Search/Results?j=1895>)

Requirements

Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- Males born after 12/31/1959 must be registered with Selective Service
- Primary U.S. residency for at least three of the last five years (additional details below)
- You may be required to pass a background investigation and/or polygraph
- CBP follows the DHS Drug-Free Workplace Plan for drug testing procedures
- You must pass the CBP Officer Promotional Assessment
- You must possess a valid driver's license
- You must meet firearms requirements

- You will be required to carry a firearm and maintain firearm proficiency

Qualifications

Experience: You qualify for the GS-14 grade level if you possess 1 year of specialized experience equivalent to at least the next lower grade level, performing duties such as:

- Determining goals and objectives that need additional emphasis to develop measures that evaluate performance or makes recommendations for program improvement.
- Identifying and resolving applicable, unique issues where no policy exists, taking innovative actions to address new needs and/or issues.
- Overseeing the overall planning, direction, and timely execution of work.
- Managing the development, assignment, and higher level clearance of goals and objectives of subordinate employees.
- Liaising with high-ranking officials in other Federal agencies and managers in DHS at meetings which may require extensive preparation of briefing materials or up to-date technical familiarity with complex subject matter.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Secondary CBPO Enhanced Retirement Requirement: The criterion is that knowledge, skill and ability in a position deemed to meet primary CBPO special retirement coverage is a **mandatory prerequisite** to satisfactorily perform the major duties and responsibilities of the job. In order to meet the requirements of this secondary CBP Officer position you must have permanently served in a primary CBP Officer Special Enhanced Retirement covered position, i.e. Customs Inspector, GS-1890, Immigration Inspector, GS-1816, Canine Enforcement Officer, GS-1801, or CBP Officer, GS-1895.

Note: If you currently serve in a permanent Secondary CBPO Enhanced Retirement covered position, you are exempt from this mandatory prerequisite.

You must:

- Meet all qualification requirements, including education if applicable to this position, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by 03/12/2021

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Background Investigation: U.S. Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country, and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (e.g., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy), and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information visit [this link](http://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation) (<http://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>).

Polygraph Examination: The Supervisory CBP Officer (Program Manager) position is a polygraph-required position. If you are not a current CBP employee in a law enforcement position, you may be required to take a polygraph exam and have favorable results in order to continue in the pre-employment process. Please see [Polygraph Examination](http://www.cbp.gov/careers/car/poly) (<http://www.cbp.gov/careers/car/poly>).

Polygraph Reciprocity: CBP may accept the results of a prior federal polygraph exam in lieu of a CBP polygraph exam. You will receive information to request reciprocity in your Background Investigation Package.

Polygraph Waiver: Certain veterans may be eligible to obtain a polygraph waiver. You will receive information to request a waiver in your Background Investigation Package.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

If you are not a current GS-1895, and you are selected, you will have to meet the following medical/physical standards:

Physical and Medical Requirements: Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to <https://www.cbp.gov/careers/frontline-careers/cbpo/app-proc>.
(<https://www.cbp.gov/careers/frontline-careers/cbpo/app-proc>).

Physical Fitness Requirement: You will be required to successfully pass the Pre-employment Fitness Test-1. Please see the [Pre-employment Fitness Test-1 Readiness Program](https://www.cbp.gov/sites/default/files/documents/CBPO_Pre-Employment_Fitness_Physical_Readiness_Program.pdf) (https://www.cbp.gov/sites/default/files/documents/CBPO_Pre-Employment_Fitness_Physical_Readiness_Program.pdf) for additional information. This is a 6 week program designed to assist you in achieving a level of physical fitness that will help you successfully pass the CBP fitness tests.

Firearms Requirement: You will be required to carry a firearm and maintain firearm proficiency. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. You will be required to certify whether you have ever been convicted of such an offense. False or fraudulent information is criminally punishable by fine or imprisonment.

Residency: There is a residency requirement for all applicants not currently employed by CBP. Individuals are required to have physically resided in the United States or its protectorates (as declared under international law) for at least three of the last five years. If you do not meet the residency requirement and you have been physically located in a foreign location for more than two of the last five years, you may request an exception to determine if you are eligible for a residency waiver by meeting one or more of the following conditions:

- Working for the U.S. Government as a federal civilian or as a member of the military
- A dependent who was authorized to accompany a federal civilian or member of the military who was working for the U.S. government
- Participation in a study abroad program sponsored by a U.S. affiliated college or university
- Working as a contractor, intern, consultant or volunteer supporting the U.S. government

Education

Please see the Qualifications and Required Documents sections for more information if education is applicable to this position.

Additional information

This position not covered under the bargaining unit.

Selectees may be required to successfully complete the Essential Supervisory Skills (ESS) course. Failure to successfully complete the ESS course within the supervisory probationary period will result in the employee being removed from the position.

Security Clearance: You may be required to obtain a Secret or higher level clearance for this position.

Travel: You will be required to travel occasionally.

Uniform: This position requires you to wear an officially-approved uniform while in a duty status.

Physical and Environmental Conditions: The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

Basic Training: You may be required to attend approximately 18 weeks of training at the Federal Law Enforcement Academy (FLETC). If you are selected for certain duty locations you may be required to receive an additional 6 weeks of Spanish language training.

Data Systems: You will be required to maintain access to all data systems necessary for duty execution.

Shift work: You may be required to perform work on a shift and rotational basis.

Motor Vehicle Operation: You must possess a current valid State driver's license at the time of appointment.

Overtime: You must be readily available to work overtime on a scheduled or unscheduled basis in excess of the 40-hour work week.

DHS uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States.

Learn more about [E-Verify](https://www.e-verify.gov/)

(<https://www.e-verify.gov/>).

, including your rights and responsibilities.

Please view the video "[Protecting America 24/7](http://cbppapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv)"

(http://cbppapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv).

to learn more about CBP's Office of Field Operations.

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder)

(<https://twitter.com/#!/customsborder>).

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. [Veterans](https://www.fedshirevets.gov/job-seekers/special-hiring-authorities/#content)

(<https://www.fedshirevets.gov/job-seekers/special-hiring-authorities/#content>).

, [Peace Corps](https://www.peacecorps.gov/returned-volunteers/careers/noncompetitive-eligibility/)

(<https://www.peacecorps.gov/returned-volunteers/careers/noncompetitive-eligibility/>).

/ [VISTA volunteers](https://www.vistacampus.gov/after-vista/career)

(<https://www.vistacampus.gov/after-vista/career>).

, and [persons with disabilities](http://www.opm.gov/policy-data-oversight/disability-employment/)

(<http://www.opm.gov/policy-data-oversight/disability-employment/>).

possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.

How You Will Be Evaluated

You will only be considered for the Eligibilities for which you claim in the job questionnaire AND you must provide the supporting documentation. You will not be considered for Eligibilities for which you did not claim, regardless of the documentation submitted with the application. <https://apply.usastaffing.gov/ViewQuestionnaire/11034923>

(<https://apply.usastaffing.gov/ViewQuestionnaire/11034923>).

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You will be ranked on the basis of the scores received on your Promotional Assessment. You must have a current, valid score by 03/08/2021 if you have not held the GS-14 on a permanent basis, or if you have been demoted due to performance or conduct reasons. You do not need to have a current, valid test score if you have permanently held a position at the GS-14 or higher. Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores.

We will review your [resume](https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/)

(<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>).

and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, your experience, education, and training will be rated using an assessment questionnaire.

The competencies or knowledge, skills, and abilities needed to perform this job are:

- Knowledge of Customs and Border Protection laws, regulations and precedents as well as CBP Officer Processes.
- Expert knowledge of law enforcement methods, including interrogating, searching, seizing, and self-defense.
- Knowledge of principles and techniques of management to accomplish work through others.
- Ability to effectively communicate both orally and in writing.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. Preview the job questionnaire <https://apply.usastaffing.gov/ViewQuestionnaire/11034923>

(<https://apply.usastaffing.gov/ViewQuestionnaire/11034923>).

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Agency Career Transition Assistance Program (CTAP) Eligibles: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility can be found [here](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a)

(http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a).

. View information about [CTAP eligibility](https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/)

(<https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>).

on OPM's Career Transition Resources website. You must submit the supporting documents listed under the Required Documents section of this announcement. To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position.

Background checks and security clearance

Security clearance

Secret

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

Yes

Required Documents

- **Your resume**
(<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>)
: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. A resume in English is required. It must contain your full legal name, address, phone number, complete work history including a detailed description of your duties, the dates you performed those duties (MM/DD/YY), your hours worked per week, job title, as well as series, grade, and salary (if applicable). For additional required items, see the link.
- **Your responses to the job questionnaire:** <https://apply.usastaffing.gov/ViewQuestionnaire/11034923>
(<https://apply.usastaffing.gov/ViewQuestionnaire/11034923>).
- **Are you a current or former federal employee?** ALL CURRENT AND FORMER FEDERAL EMPLOYEES MUST SUBMIT THE MOST RECENT COPY OF THEIR SF-50 (Notification of Personnel Action) showing competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. Additionally, you should also submit a SF-50 reflecting the highest grade held on a permanent basis in the competitive service or the full performance level of your current position, whichever is higher, AND a SF-50 to support having met the time-in-grade requirement of having served 52 weeks at the grade level (or equivalent) below the grade level(s) for this position. Current CBP Employees are encouraged, but not required, to submit an SF-50(s) for CBP experience; however, additional SF-50(s) are required when using federal experience outside of CBP to receive credit towards the requirements above. Examples of appropriate SF-50s include promotions, within-grade increases and accessions.
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50 (noting your current position, grade level and duty location); a copy of your most recent performance rating; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee?** Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
 - Position title
 - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee)
 - Agency
 - Beginning and ending dates of appointment
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- Healthcare insurance
(<https://www.opm.gov/healthcare-insurance/>).
- Pay and leave
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>).

<https://www.dhs.gov/homeland-security-careers/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To begin your online application, click **"Apply Online"** to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

If you are unable to apply online or need to submit a document you do not have in electronic form, visit [this link](http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) for more information regarding an Alternate Application process.

Applications and supporting documentation will not be accepted by mail or email. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on 03/12/2021.**

It is your responsibility to verify that any information entered or uploaded is received and is accurate. Human Resources will not modify or change any part of your application. Determining your eligibility and qualifications is dependent on the supporting documentation and information provided, which may impact your referral for further consideration. If a document is not legible, you will not be able to view it in your application and you must again upload it by the closing date.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under the appropriate Document Type. If your Document Type is not listed, upload as "Other."

Due weight will be given to performance appraisals and incentive awards in merit promotion selection decisions in accordance with 5 CFR 335.103(b)(3).

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. Visit, go to the [DHS Careers](https://www.dhs.gov/homeland-security-careers) (<https://www.dhs.gov/homeland-security-careers>) website and select "Benefits." **Disabled veteran leave** (<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/disabled-veteran-leave/>) will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Secondary CBPO Enhanced Retirement Coverage: In accordance with Public Law 110-161, this position is a Secondary position covered under enhanced retirement provisions for Customs and Border Protection Officers. More information is available at <https://cbpgov.sharepoint.com/sites/HRM/RBI/Pages/eCBPO.aspx> (<https://cbpgov.sharepoint.com/sites/HRM/RBI/Pages/eCBPO.aspx>), contacting the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359, or sending an email with questions to RABASERVICES@cbp.dhs.gov (<mailto:RABASERVICES@cbp.dhs.gov>).

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

View [common definitions](http://dhsconnect.dhs.gov/org/comp/mgmt/dhshr/hr/Documents/JOA_Common_Definitions.pdf) (http://dhsconnect.dhs.gov/org/comp/mgmt/dhshr/hr/Documents/JOA_Common_Definitions.pdf) of terms in this announcement.

Agency contact information

 CBP Hiring Center

Phone

Address

[952-857-2932](tel:952-857-2932)
(tel:952-857-2932)

Email

CBPhiring-applicantinquiry@cbp.dhs.gov
(mailto:CBPhiring-applicantinquiry@cbp.dhs.gov)

Office of Field Operations
Please read entire announcement
Please apply online
Washington, DC 20229
US

[Learn more about this agency.](#)
(#agency-modal-trigger)

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS-CBP.

Discover a challenging and rewarding career with U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers see www.cbp.gov
(http://www.cbp.gov/).

Visit our careers page

Learn more about what it's like to work at Customs and Border Protection, what the agency does, and about the types of careers this agency offers.

<http://www.cbp.gov/>
(http://www.cbp.gov/)

Next steps

GS Salary: Visit [this link](#)

(http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages)

to view the locality pay tables by geographic area. If you do not see your geographic area listed, select the "Rest of United States" pay table.

The open period for this job opportunity announcement may be extended to allow for a sufficient applicant pool.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts with your [USAJOBS account](#)
(http://www.usajobs.gov/Applicant/ProfileDashboard/Home).

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

Additional selections may be made beyond the total number of vacancies specified using this vacancy announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306, Declaration for Federal Employment](#)

(http://www.opm.gov/forms/pdf_fill/OF0306.pdf)

, and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm).

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).